KING COUNTY

TECHNICAL INFORMATION PROCESSING SPECIALIST II
KING COUNTY SUPERIOR COURT
Hourly Rate Range: $15.51 – $19.65
Job Announcement: 05WM5071
OPEN: 3/30/05   CLOSE: 4/13/05

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. *PLEASE NOTE:* Applications not received at the location specified above and by the due date will not be processed**.**

FORMS AND MATERIALS REQUIRED: A Superior Court application form, resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. ***Only Superior Court application forms will be accepted***. Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at http://www.metrokc.gov/kcsc/app.htm

WORK LOCATION: King County Courthouse, 516 Third Avenue, Seattle, WA.

WORK SCHEDULE: This is a full-time position working 35 hours per week. The hours of work are typically 8:30 a.m. to 4:30 p.m. Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE: The incumbent is responsible for providing word processing and clerical support to Superior Court judges, commissioners and administrative staff using computer equipment. Responsible for preparing jury instructions; transcribes letters, reports, charts, graphs, presentation materials, and memos. Other responsibilities include generating the daily court calendar; maintaining judges' stationery, envelopes and departmental office supplies. Perform other tasks as directed.

QUALIFICATIONS: A high school diploma or GED plus one year's experience in word processing, office procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A minimum typing speed of 65 wpm and intermediate knowledge of various software applications (Microsoft Outlook, MS Word, MS Excel, Access, PowerPoint, etc.) are required. Must have prior training experience and skill in producing documents that may require charts, graphs, and the manipulation of graphics. Must be able to proofread content of work product and prioritize workload. Strong communication and customer skills required.